

~~ADMINISTRATIVE - INTERNAL USE ONLY~~**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)Delegation of Authorities/Regulatory Changes proposed  
by the DDA Transactional Task Force -**FROM**

Chairman, Travel Policy Committee

**EXTENSION****NO.**

P&amp;ES 8-90 DDA-2027X-89

**DATE**

13 November 1989

**TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. EXA/DDA  
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P&ES 8-90  
13 November 1989

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MEMORANDUM FOR:

[REDACTED]  
Chairperson, DDA Transactional Task Force

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FROM:

[REDACTED]  
Chairman, Travel Policy Committee

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SUBJECT:

Delegation of Authorities/Regulatory Changes proposed  
by the DDA Transactional Task Force - [REDACTED]

1. The following represents the status of the six Travel Policy  
Committee (TPC) issues proposed by the DDA Transactional Task Force:

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[REDACTED]

2. We will keep you advised of the status of these issues.

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[REDACTED]

Attachment  
As stated

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[redacted] and members of the Directorate of Administration's Transactional Costs Task Force are recommended for Exceptional Performance Awards in recognition of their excellent performance and the outstanding achievements resulting from the Task Force efforts during the period March 1988 through June 1989.

In March 1988, the Deputy Director for Administration asked that a Task Force be established to conduct a review of the way in which the Directorate transacts its' business with the purpose of streamlining procedures and improving the efficiency with which it provides service to Agency customers. Over the course of the next fifteen months the Task Force conducted an in-depth review of over seventy major issues solicited from the Agency's four Directorates and Independent Offices. In addition, they studied forty-four Delegations of Authority to determine whether these authorities should be redelegated to improve efficiency of operations. The results of this extensive review are indeed impressive. A total of twenty-three regulations have been, or are in the process of being revised to reflect changes in Authorities which will speed the execution of Agency business. Other revisions have been made to Headquarters Handbooks and a major revision to the Agency telephone book's functional directory will be published in September of 1989.

The impact of the Transactional Costs Task Force's efforts has been immediate, highly visible and elicited praise from offices throughout the Agency. While it is impossible to quantify the improved efficiency and number of man hours that will be saved, one example stands out as a clear indicator. A change in the threshold dollar amount for Agency Contracts which require Agency Contract Review Board action will save over one thousand man hours per year. Over half of these hours represent time which would have been expended by senior Agency managers.

In recognition of their significant accomplishments all members of the Transactional Costs Task Force are highly deserving and hereby recommended for Exceptional Accomplishment Awards in the amounts shown in the attachment.

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NOTE FOR: [REDACTED]

FROM: [REDACTED]

RE: The following Transactional Cost Paper

DD/A Registry  
1918/89

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[REDACTED] OL/Planning Staff, is working on this paper for me. If you need any changes or any more information, please call him at [REDACTED]

/s/ [REDACTED]

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This memo was telecommunicated to RPD (18 October). RPD, in turn, hand-carried it to [REDACTED], PAO. This memo was requested by Carol for her use in preparing the DCI's speech for the upcoming DCI offsite (22-24 October).

[REDACTED]

DD/A REGISTRY

FILE: Def-4

18 October 1989

MEMORANDUM FOR: Executive Assistant to the Director of  
Administration

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FROM:

Executive Officer, Office of Logistics

SUBJECT: Transactional Cost Savings/Productivity  
Improvements

1. We have reviewed the changes resulting from the 1988-89 transactional cost project in an effort to determine what savings and other benefits may have been realized. For the most part, much of the saving is not quantifiable in terms of dollars, but rather in reductions in the amount of paperwork, coordination and executive review. Included among the anticipated savings and productivity improvements are:

a. A saving of as much as 1,500 hours in staff time annually by raising the ACRB review level to \$1 million. This is based upon 60 cases presented to the ACRB in FY87 that ~~probably~~ would not have required review at the higher dollar level. Our estimate of staff preparation, review, and ACRB time for those cases is over 1,300 hours. Although we have not compiled figures for more recent years, we believe the number would be higher.

b. A 32 percent reduction in the number of forms utilized by the Office of Logistics between FY87 and FY88. This will provide cost and time savings in printing, storage and form utilization.

c. A reduction in FY89 of 20 in the number of major real estate transactions requiring higher level review, achieved by increasing the delegation to Operating Officials for property acquisition, alteration and leasing. This has reduced the time spent in justifying and coordinating as well as in review at the executive level.

d. A reduction of 70 or more requests annually in the number of imprest fund procurements requiring approval by other than an Operating Official, achieved by raising the authority level from \$1,000 to \$2,500. This estimate is based upon an FY88 analysis of imprest fund usage.

e. Identification of nine firms with which to contract unclassified Agency printing requirements. By increasing the amount of contract printing work, more emphasis can be focused on printing requirements of greater urgency to the Agency.

f. Better organization and service resulting from consolidating the responsibility for copier equipment in one component.

STAT g. Publication by the Transactional Cost Task Force of a functional directory of the Agency.

STAT 2. If you wish additional information, please contract Mike [redacted] of the Planning Staff, OL on [redacted]

STAT [redacted]